**Steps by step process:**

1. Get raw dataset into excel
2. Make a copy of raw dataset to create a working dataset.
3. Have a quick overview of the dataset to get the main items of columns and their descriptions
4. Review the columns and decide which are needed or not needed for the analysis.
5. Start the process of data cleaning by looking for:
   1. Duplicate and removing them (select the entire sheet, select “remove duplicates” from top ribbon)
   2. Replacing abbreviations M, S, & F in columns where they appear by their full meaningful words like Married, Single, Male, Female etc using Excel Find & Replace in their respective columns.
   3. Income column is reformatted as currency with no decimals
   4. As the vales in Age columns is spread over a range of numbers, a new column is created for age brackets. Following formulae are used =IF(L2<31, "Adolescent","Invalid")…….

=IF(L2>=31, “Middle Age”, IF(L2<31, "Adolescent","Invalid"))………. =IF(L4>54, "Old", IF(L4>=31, "Middle Age",IF(L4<31,"Adolescent","Invalid")))

6. Creating the Pivot Table

7.

8.